

# Delaware Taxpayer Portal – Multi-Factor Authentication (MFA)

The following pages outline the steps required to log in to the Portal using Multi-Factor Authentication (MFA).

Multi-Factor Authentication (MFA) provides an extra layer of security when logging in to your portal account.

# Multi-Factor Authentication

## 1 Navigate to the Portal sign in page

Navigate to the homepage of the Delaware Taxpayer Portal and enter your credentials. After you sign in the portal should display the Multi-Factor Authentication (MFA) page.





### 2 Email

Once on the MFA page navigate to the email inbox of the email address you connected to your portal account. You should have an email in your inbox with a six-digit passcode.

*If an email is not in your inbox within 5 minutes, select the Resend Passcode button on the MFA page.* 



### 3 MFA page

Enter the six-digit passcode found in your email into the field specified on the MFA page.

#### Multi Factor Authentication

- · Please enter the One Time Passcode sent to your registered email address and click on the Verify button to proceed with login.
- You can always regenerate the passcode by clicking the Resend Passcode button.
- Select "Remember this browser" only if you are using a trusted device.

	* indicates required field
A passcode has been sent to your registered email address. The passcode	will expire in 10 minutes and is valid for one time use only.
* Please enter the passcode	Resend Passcode
<ul> <li>Remember t</li> <li>*</li> <li>I'm not a</li> </ul>	robot reCAPTCHA Privacy - Terms
Cancel	Verify



#### 4 Remember Browser

Select the "Remember this browser." checkbox if you do not want to receive a code every time you log into your account over a period.

#### Multi Factor Authentication

- Please enter the One Time Passcode sent to your registered email address and click on the Verify button to proceed with login.
- You can always regenerate the passcode by clicking the Resend Passcode button.
- Select "Remember this browser" only if you are using a trusted device.

	* indicates required field
A passcode has been sent to your registered email address. The passcode will expire in 10 minutes and is valid for one time use on	y.
* Please enter the passcode Resend Passcode	
* I'm not a robot	
Cancel	Verify

### 5 reCAPTCHA

Select the reCAPTCHA checkbox and complete the instructions provided.

#### Multi Factor Authentication

- · Please enter the One Time Passcode sent to your registered email address and click on the Verify button to proceed with login.
- You can always regenerate the passcode by clicking the Resend Passcode button.
- Select "Remember this browser" only if you are using a trusted device.

	* indicates required field
A passcode has been sent to your registered email address. The passcode will expire in 10 minutes and is valid for one time use only.	
* Please enter the passcode Resend Passcode  Remember this browser.  *  I'm not a robot  reCAPTCHA Privage - Tems	
Cancel	Verify



#### Select Verify 6

Once this is completed, select the "Verify" button to continue. If all the information is correct, you will be logged into your account successfully.

#### Multi Factor Authentication

- Please enter the One Time Passcode sent to your registered email address and click on the Verify button to proceed with login.
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